



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

FY 2010-2011 BUDGET COMMITTEE MEETING
Wednesday, May 19th, 2010
4:00 P.M.

Due to conflicts and the need to assemble a quorum the Budget Hearing was detained from beginning at 4 p.m.

Don Hurd, Budget Chairman called the meeting of the Budget Committee to order at 4:30 P.M. to discuss and approve the proposed budget for FY 2010-2011. **Hurd** asked **Reeves** to call the roll.

1. ROLL CALL:

Budget Committee Members present:

TURA Board Members: Don Hurd, Carolyn Decker, Suzanne Weber, Alene Allen, Joe Martin

Budget Committee Members: Sheryl Pingel, Kate Skinner, Scott Malmquist, Jim Nelson

Staff Present:

Mark Gervasi - City Manager/Budget Officer, Debbi Reeves – Administrative Assistant

Public: Mayor Bob McPheeters

2. ELECTION OF OFFICERS

Gervasi noted the Budget Officers from 2009-2010 were **Don Hurd – Chairman, Aaron Zimmerman – Vice Chair and Suzanne Weber – Secretary**. **Hurd** nominated **Jim Nelson** for Chair but **Nelson** asked that the same slate of officers preside this year also. **Gervasi** noted Zimmerman was no longer on the board.

➤ **Weber** made a motion to nominate **Hurd** as Budget Chairman. Seconded by **Nelson**. Ayes were received from all committee members and the motion passed unanimously.

➤ **Hurd** nominated **Weber** as Budget Vice- Chair which was seconded by **Allen**. Ayes were received by all committee members. The motion passed.

Agency Board Members:
Don Hurd: Chairman; Vice Chair; Suzanne Weber
Joe Martin, Carolyn Decker; Sean Lambert, Alene Allen
City Administrator: Mark Gervasi, Staff: Debbi Reeves

➤ **Weber** nominated **Decker** as Budget Secretary. Motion seconded by **Allen**. **Decker** asked what she would have to do as secretary and it will require her to sign minutes which she was okay with. Ayes were received by all and the motion carried.

3. BUDGET MESSAGE

Hurd asked Budget Officer **Gervasi** to read the 2010-2011 budget message. **Gervasi** read the message and explained and answered questions as he went through it. **Gervasi** explained the increase in Materials and Services due to the increased activity of the agency.

IGA Services, which is staff time, is up because of this increase activity of the agency. Staff is now spending more and more time on agency administration. As Administrator, he has not charged for his time but has anticipated a charge for approximately 8 to 10 hours a month. As Administrative Assistant, **Reeves** spends approximately 10 hours per week on agency administration.

Since the agency is in its 4th year of tax revenue collection and over the \$300,000 cap, a full audit will need to be done for FY 2009-2010, which will cost approximately \$5500 in addition to the monthly bookkeeping services.

Gervasi explained the newly added line items that will help the bookkeepers in tracking Materials and Services. He went over the Capital Outlay lines and explained the lines for Reserved Agency Projects, Special Payments and Contingency.

Gervasi then went over the Resources and Revenues. **Hurd** mentioned he likes the new line items. **Gervasi** explained how he had anticipated the extra 26% of tax revenue for FY 2010-2011.

4. BUDGET DOCUMENT FOR FY 2010-2011

Gervasi went through the budget forms and explained the line items. **Hurd** asked about the Previous Tax line which **Gervasi** explained was prior year taxes collected. **Skinner** asked about the Special Payments line and what that included. **Reeves** and **Gervasi** explained the property payments on the 2 purchased parking lots would be made from that line. **Gervasi** also mentioned future development in Tillamook. **Allen** asked about the Urban Growth Boundary (UGB) and the district which **Gervasi** explained. **Weber** noted that City annexation increases the urban renewal area. **Decker** asked about the estimated taxes and **Gervasi** explained the estimated taxes from 2006 and the increased tax dollars collected since then and how he came

up with \$210,000 figure for this year. **Allen** asked how the tax dollars are tracked and **Gervasi** explained the Local Government Investment Pool (LGIP) accounts with the State of Oregon. There was a general discussion about banking issues. **Skinner** asked about the new Façade Loan and Grant line and how this will be implemented. **Gervasi** explained the TURA is currently working on setting up the criteria and process of the Façade program. **Pingel** asked if this new line is why the city budget has eliminated its line for Façade Grants which **Gervasi** answered that it is.

Gervasi suggested a motion be made to approve the budget.

- **Skinner** made a motioned to approve the 2010-2011 Tillamook Urban Renewal Agency Budget as presented. The motion was seconded by **Malmquist**. All members of the Budget Committee voted unanimously to approve the budget and the motion passed.

Hurd thank everyone for their participation in the budget process.

The Final Budget meeting date has been set for June 25th, 2010 at 4:30 p.m. at City Hall.

With no further discussion or announcements **Hurd** adjourned the meeting at 5:15 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Carolyn Decker
Budget Committee Secretary